

Age Cymru West Glamorgan

Volunteer Role Outline – Kitchen Helper

**Title:** Kitchen Helper

**Location: Afan Nedd Centre**

**Hours**: Min 2-3 hours per week

**Reporting to:** Chef/Centre Coordinator

**Aim of the Afan Nedd Centre**

To deliver a lunch club that provides hot nutritious meals, in a welcoming and friendly environment, where people can meet, socialise and feel at home.

**Role description**

To help serve, clean and clear during and after service.

**The Volunteer will:**

* Help deliver food
* Clear, wash and dry dishes/kitchen equipment
* Follow instructions from the Chef and Kitchen Assistant

Other requirements:

* You must wear closed shoes
* We will provide you with a clean apron daily
* Please do not wear any jewellery in the kitchen or when delivering food
* Please make sure you maintain an excellent level of personal hygiene
* Do not leave until all duties have been completed
* Long hair must be tied back
* All cuts, sores or rashes must be covered. Please ask for assistance
* Please notify the Chef or Centre Coordinator if you are feeling unwell or have recently been unwell as soon as possible
* In between courses, please wait until everyone on the table has finished eating before clearing their plates

**We are looking for people to become a Volunteer who have the following attributes:**

* Have an empathy and understanding of the issues that affect older people
* Are able to communicate effectively with older people
* Are non judgemental
* Are reliable and dependable
* Are willing to undertake training as necessary
* Are willing to complete and maintain accurate written records
* Are friendly and enjoy working as part of a team

**All Age Cymru West Glamorgan Volunteers receive reimbursement for any expenses incurred in the delivery of the service and this includes travel expenses @ 45p per mile, or the cost of a bus or train ticket on production of the receipt.**